



## City of Austin - JOB DESCRIPTION



### Assistant Director, Austin Convention Center Department

<b>FLSA:</b>	Executives/2	<b>EEO Category:</b>	(10) Official/Adm
<b>Class Code:</b>	10798	<b>Salary Grade:</b>	E00
<b>Approved:</b>	May 29, 2001	<b>Last Revised:</b>	May 14, 2008

#### Purpose:

Under general direction of the Director, exercises independent judgment and is responsible for the management, operations, marketing and usage of the City's public event and parking facilities.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- 1.The primary focus of the Assistant Director is the management of the day-to-day operations of the City's public event and parking facilities.
- 2.Supports the Director in contract and operational management of shared usage facilities
- 3.Assist the Director in development of department annual budget.
- 4.Assist the Director in establishing and managing fees and revenues for facility usage, including rates to be paid for lease or rental of the facilities, concessions, parking, etc.
- 5.Assist the Director in management of contractors and subcontractors.
- 6.Mentors and coaches staff to identify areas in need of improvement. Suggests methods for improvement and monitors employee's progress in these areas.
- 7.Direct supervision of Convention Facility Managers.
- 8.Maintains responsibility for dissemination of information to and from staff in an open and honest manner, which encourages discussion to foster understanding of the information.
- 9.Disseminates city and departmental policies, procedures and guidelines to staff and accepts responsibility for their consistent application throughout the organization.
- 10.Evaluates employee job performance based on departmental expectations on a regular basis providing feedback based on their evaluations and suggest methods for improvement.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Evaluate job performance.
- Manage division/section activities.
- Monitor departmental budget expenditures.
- Develop & revise operating procedures.
- Review work for accuracy & completeness.
- Train personnel in performance of job tasks.
- Assign job duties & monitor task completion.
- Recommend personnel actions, i.e. promotions, transfers, hires, fires, etc.
- Prioritize projects and work activities.
- Resolve work-related problems for subordinates.
- Coordinate division/section activities with other departments.

#### Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of convention and trade show industry and of facility management.
- Knowledge of practices and principals relative to leadership, management and supervision.
- Knowledge of scheduling techniques.
- Knowledge of modern budgeting and personnel management practices.
- Skill and proficiency in establishing and maintaining open and honest communication with City and department staff and employees.
- Skill in providing direction for employees to ensure efficient customer service.
- Skill in the application of supervisory and management practices.
- Skill in providing feedback to employees in a positive and constructive manner.
- Skill in training, mentoring and coaching staff.
- Skill in management of emergency-related incidents.
- Skill and proficiency in the basic use of personal computers and productivity applications such as word processing, database management, and presentation and spreadsheet software.
- Skill in operations forecasting and grand strategy design and implementation.
- Skill in projecting, long range goals for facility usage, revenues, and expense.
- Skill in establishing and maintaining effective working relationships with City officials, representatives of business and governments, City employees and the general public.

#### Minimum Qualifications:

Bachelor's degree in Business/ Administration Public Administration, or related field plus a minimum of seven (7) years experience in a managerial capacity in a convention center, public assembly/event facility or other related facility/industry.

One (1) additional year of experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

**Licenses and Certifications Required:**

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.